

Christ the King Catholic Primary School



Making a difference by
Inspiring a love of life and learning
We build strong foundations within
God's loving hands

Mobile Phone Policy

Author		Annette Johnson / Mary Mainwaring	
Date ratified by Full Governing Body	September 26	Chair of Governors	Angela Willam
Start Date	September 26	Head teacher	Mary Mainwaring
Review Date	September 27		

Author/Person Responsible	Head Teacher – Mary Mainwaring
Date of Ratification	September 26
Review Group	
Ratification Group	Resources
Monitored By	Resources
Review Frequency	Every 2 years Subject to local education authority and/or national policy change
Review Date	September 27
Previous Review Amendments/Notes	September 26
Related Policies	Online safety Child protection E-safety
Chair of Committee Signature	Angela Willam

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Mobile Phone Policy	DATE:	November 2026
EIA CARRIED OUT BY	Mary Mainwaring	EIA APPROVED BY	Mary Mainwaring

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		N/A
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		N/A
Gender reassignment (transsexual)		N/A
Marriage and civil partnership		N/A
Pregnancy and maternity		N/A
Racial groups (consider language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		N/A
Sex (male, female)		N/A

Introduction

At Christ the King Catholic Primary School the welfare and well-being of our pupils is paramount. The aim of this mobile phone policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is the enhanced features of many mobile phones that cause the most concern and potential for misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to **ALL** mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on the school site (buildings and grounds). This includes staff, volunteers, governors, children, young people, parents, carers, visitors, and contractors. This list is not exhaustive.

Staff, Governors and Volunteers:

- Staff must have their phones on 'silent' or switched off during lesson time;
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg acutely sick relative) the member of staff will have made Mrs Mainwaring aware of this and can have their phone in case of having to receive an emergency call;
- Due to the number of vulnerable children we have and their sometimes unpredictable behaviour, staff may keep their phone in a pocket or out of sight so that additional adult help can be called;
- Mobile phones should be kept out of sight (ie: drawer or handbag) when staff are with children;
- Mobiles phones should not be used in the presence of children and should only be used in the staff room, offices or empty classrooms, except when on an education visit, when staff may need to contact the school;
- As in line with our OnLine Policy, staff members are not permitted to use recording functions or cameras on their phones in school.
- Staff members must not use their mobile phones to contact children or parent / carers in or outside of school. School phones should be used at all times;
- Staff may, if they feel necessary, take their mobile phone onto the playground if they are on duty. The mobile must be kept out of sight, in a pocket and only used in the event of an emergency, to summon help or speak with the emergency services;

Educational & Residential Trips

- o Whilst on educational and residential trips it may, in exceptional circumstances, become necessary for staff to use their mobile phones to make contact with others ie: parent/carers in the case of an emergency, or school. In these exceptional circumstances, other staff members should be made aware of the situation and the need to use a personal mobile phone to ensure transparency and consistency of policy implementation;

Pupils:

As we are a primary school with young pupils, our expectation is that our pupils will be collected by an adult or responsible individual. However, we do appreciate that as children go up through the school, parent / carers may wish their child/ren to walk to or from school on their own. We do recognise that mobile phones may have a part to play in securing pupils personal safety on these school journeys. Therefore, should a parent wish their child/ren to bring their phone to school the following rules must be obeyed:

- The parent **MUST** put their request in writing either via email or handwritten letter, to Mrs Mainwaring;
- Mrs Mainwaring will use her discretion as to whether permission will or will not be given. If permission is granted, a letter will be sent home. Alternatively a phone call will be made to the parent;
- The mobile phone must remain in the pupil's bag in their locker **AT ALL TIMES**. The child remains responsible for the device. Christ the King Catholic Primary school take no responsibility for lost, damaged, stolen or mislaid mobile phones which have been brought to school by pupils;
- The mobile phone must be switched off during the school day – 0840 – 1530;
- Should parent / carers wish to contact their child during the school day, they must do so via the school office – 01454 866680.
- No pupil is to use their mobile phone whilst in school – either in the building or on the school grounds. Mobile phone usage is kept to off-site both before and after school hours – 0840 – 1530;
- Pupils **must not** take any mobile device on any educational or residential trips. If they have received prior authorisation to bring their device to school, the above rules must still be obeyed;
- Any child seen breaking any these rules will have their mobile phone confiscated and the parent / carer must collect it at the end of the day from Mrs Mainwaring. Parent / carers will be made aware, via a telephone call from the school, regarding the situation;

Contractors:

In all cases we would expect any contractors working on the school premises – both the buildings and grounds - to follow the same rules as per Staff, Governors and Volunteers. In exceptional circumstances, it may become necessary for contractors to take photos of the school buildings and grounds. In these instances, **under no circumstances** must any child appear in these

photographs. Should contractors take photos whilst on the premises these should be shown to a member of the office staff on leaving to ensure they are acceptable. Any deemed unacceptable should be deleted before leaving site.

Parent / Carer:

Whilst we would prefer parent / carer not to use their mobile phones while at school, we recognise that this would be impossible to regulate, we therefore ask that parent / carers' usage of mobile phones, whilst on the school premises is courteous and appropriate to the school environment. We do allow parent / carers to photograph or video school events such as sports days or productions but **insist** that parent / carers **do not** publish images (eg on social media sites) that include any children other than their own.